

## INSTRUCTIONS: COMPLETING KTIP TPA HOMEWORK

Thanks for your interest in the *KTIP TPA Face-to-Face Training Homework* on **KyEducators.org**. Registration is free and you can complete the online homework at your own pace. Successful completion is required for participation in the KTIP TPA Face-to-Face training.

To enroll in *KTIP TPA Face-to-Face Training Homework*:

1. Go to <http://www.kyeducators.org>
2. Bookmark or add to favorites.
3. Click on the words "Assessment and Internships."
4. Choose *KTIP TPA Face-to-Face Training Homework {FREE!}* from the course list by clicking in the "Select" box.
5. Click on "Add to EduCart."
6. Click View EduCart
7. Click Checkout
8. Follow online registration instructions for new or returning user.

The *KTIP TPA Face-to-Face Training Homework* has 3 quizzes. You must pass each quiz with 90% in order to move to the next quiz. You can take each quiz unlimited times.

*On successful completion of the KTIP TPA Face-to-Face Training Homework, you will receive an email "e-ticket."*

- *Print the email.*
- *Take e-ticket to the face-to-face workshop as your entry ticket.*

### **IMPORTANT:** TO COMPLETE YOUR KTIP TPA TRAINING:

- **After attending the KTIP TPA Face-to-Face Training, your instructor will access KyEducators and mark your account as attending the training.**
- Give the instructor three working days to complete this.
- Then return to KyEducators.org and log in with your Username and Password.
- Click on the homework course.
- Choose "Evaluation of Online Homework for KTIP TPA Face-to-Face Training."
- Complete that survey.
- Then complete the "Post Face-to-Face Training Quiz."
- **VERY IMPORTANT: Upon successful completion of the quiz, you may print your Certificate of Completion.**
- Make sure your printer is ready and set the page view to "landscape."
- Print your certificate.
- At the bottom left of your certificate is a YELLOW BUTTON.
- **Click the YELLOW button** to send your KTIP TPA completion data to EPSB.

For assistance, email [Sharon.Salsman@ky.gov](mailto:Sharon.Salsman@ky.gov)